



Date: May 7, 2012

To: Chairman Alex Huskey

From: Stephanie Edwards, Substance Abuse Division Program Manager

RE: Financial Guidelines for LCC's

Below is the Substance Abuse Division's recommendation for LCC's that utilize a checking/savings account for Drug Free Funds. This recommendation will provide guidance to the counties and falls within the Commission's authority based upon IC5-2-6-16. Further the State Health Department provides similar guidelines for their grant recipients of Tobacco Free funds.

- Checking Account ONLY for Drug Free Monies
  - No donations will be co-mingled with this fund.
  - Grants or other funds will not be co-mingled
  - Deposits are to be from the Auditor only
- Accounts will be limited to check writing only, NO debit/ATM card access
- Two authorized signatures required for each check written
- Itemized receipts for purchases must be maintained
- Include Financial Report in agenda for LCC meetings. Report on expenditures and collections. Include information in minutes.